



Closing Date: January 11, 2024

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Legislative Counsel

LOCATION: Missouri House of Representatives, Missouri State Capitol Building
Jefferson City, MO

SALARY: \$120,000.00 - \$135,000.00

DESCRIPTION: This is a professional position performing assigned research and analysis for the Speaker of the House, the Chief Clerk of the House, and various House Division Directors under the supervision of the Speaker of the House and Chief Clerk. This position serves pursuant to Rule 12 of the Rules of the House of Representatives 102nd General Assembly under the general supervision and control of the Speaker of the House and is full-time and eligible for Missouri state employee benefits.

RESPONSIBILITIES: The Legislative Counsel assists the Chief Clerk and Division of Administration on matters of administrative law; advises all members of the House, as requested, on matters relating to their legislative duties; reviews and analyzes fiscal notes on legislation, initiative petitions, and proposed constitutional amendments for response by the House of Representatives; drafts reports, legal briefs, legal opinions, warrants, or subpoenas, as assigned by the Speaker of the House and Chief Clerk; conducts institutional and legal analysis as assigned by the Speaker of the House and Chief Clerk; conducts and coordinates institutional projects as assigned by the Speaker of the House and Chief Clerk, and monitors developments in public policy and develops skills relevant to the position.

QUALIFICATIONS: Successful candidates must have a law degree from an accredited law school, an active membership in good standing with the Missouri Bar Association, a minimum of five (5) years of experience working with legislative matters; and prior work experience with demonstration of a high level of organizational skills and the ability to deal with sensitive issues.

APPLICATION PROCESS: Please send resume, application, and letter of interest no later than **January 11, 2024** to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Legislative Counsel. Documents may also be submitted electronically to houseadmin@house.mo.gov or through [MoCareers](#). Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any member within the fourth degree by blood or marriage.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.